

**STATE UNIVERSITIES CIVIL SERVICE SYSTEM**  
**HUMAN RESOURCE DIRECTORS ADVISORY COMMITTEE**  
**MEETING NOTES**  
**July 31, 2009**

The Human Resource Directors Advisory Committee convened on July 31, 2009 at 9:30 a.m. in the conference room of the State Universities Civil Service System Office, 1717 Philo Road, Suite 24, Urbana, Illinois. Mr. Morelock welcomed those attending the meeting and asked each person to state their name and university or agency affiliation.

The following persons were in attendance at the meeting: Sandy Bowman, Eastern Illinois University; Wes Weisenburn, University of Illinois Springfield; Len Grinstead, Illinois State University; Ira Schoenwald, Illinois State University; Robbie Witt, University of Illinois Urbana/Champaign; Andrew Lenhardt, Southern Illinois University Edwardsville; Greg Crook, Southern Illinois University Edwardsville; Peggy Podlasek, Illinois Board of Higher Education; Eric Smith, University of Illinois Administration; Kathy Blackwell, Southern Illinois University Carbondale; Marta Maso, Northeastern Illinois University; Terrin Krantz, State Universities Retirement System; Irma Ryan, University of Illinois Urbana/Champaign; Angela Reggans, University of Illinois Urbana/Champaign; Pam Coogan, Illinois Community College Board; Sharon Reynolds, University of Illinois Urbana/Champaign; Rhonda Wybourn, Northern Illinois University; Jodi Tyrrell, Northern Illinois University; and Angela Foster, University of Illinois Administration.

The following persons were in attendance via teleconference: Vicki Baba, Illinois Student Assistance Commission; Kay Titchenal, Southern Illinois University School of Medicine, Springfield; Susan Veach, University of Illinois – DSCC; Joanne Neris, University of Illinois Chicago.

The following persons were in attendance via video conference: Pam Bowman, Western Illinois University; Stuart Clauson, Western Illinois University.

Also present from the University System Office were: Lewis T. (Tom) Morelock, Executive Director; Jeff Brownfield, Assistant Director of Operations Division; Mary Follmer, Assistant Director, Legal Services; Cindy Neitzel, Audit and Advisory Services Manager; and other University System Office staff members.

Meeting participants were asked to present agenda items. The University System Office also presented several agenda items and a list of current activities. Following are the items that were discussed at this meeting.

- 1) **Update on Proposed Rule Revision**
  - **Section 250.70(d) and (e), Trainee/Learner Appointments**
  - **Section 250.110(b), Leave of Absence**

- **Section 250.110(e), Discharge**
- **Section 250.60, Eligible Registers**

The Committee was informed that this comprehensive rule revision, along with the JCAR amendments, was submitted to JCAR for the 2<sup>nd</sup> notice period. JCAR considered these changes at their regular July 14, 2009 meeting, and issued a certification of 'no objection'. These rule changes will now be formally adopted and implemented. This completes the rule change process in this respect. *The Committee was recognized for their significant input and efforts in developing and finalizing this massive rule change. The Committee was informed that several procedural changes would be required in reaction to these new rule changes.*

**2) Discussion on Possible Rule Revision**

The System Office presented a draft of a proposed rule change which would add language regarding furloughs. The Committee was informed that several universities/agencies were considering adopting furlough programs. Also, there has been some speculation that the State of Illinois may adopt some sort of mandatory furlough program as well. The current rules do not address this topic. The System Office indicated that this proposal will capture this possibility and how it will impact the employment relationship for civil service employees. *The Committee was asked to review this proposal as soon as possible and offer their comments. The Merit Board will be asked to approve the circulation of a draft of this language to all advisory committees and constituency groups for comments, further development, and possible posting for the JCAR First Notice Period.*

**3) Review and Discussion of Proposed Revision to Police Specifications**

A revision to the Police Series Classification Specifications was recently circulated to all of the campus Human Resource Offices and Police Departments. Many offered their comments on these proposed revisions. The proposed revisions were discussed and some additional changes were incorporated. *The System Office will update the original proposal and incorporate the changes made at this meeting. A second draft of this proposal will be circulated prior to the next meeting.*

**4) Review and Discussion of Pilot Program Specifics**

At its previous meeting, the Committee decided to form a sub-committee that will specifically review the details of the Pilot Program, outlining advantages and issues, and offering some ideas on future development of this program. Prior to this meeting, the sub-committee members were forwarded information regarding the specific components of this Pilot Program, including the history of its development, numbers of employees, and related employment protocols. The full Committee was given this information and briefly discussed the program. *It was determined that a sub-committee meeting will be scheduled soon and report back to the full HRDAC at their next meeting.*

**5) New Topics for Discussion**

The System Office reviewed the document presented by the many HRDAC members in 2006 titled 'Civil Service Reform Recommendations' which contained an initial list of possible topics for discussion and detailed activities undertaken in response to each topic. Many of the topics referenced in this document have been acted on. Of particular concern to the System Office was the somewhat outdated presentation and negative connotations associated with the initial presentation of this document and the implications regarding the need for reform and how civil

service protocols were a hindrance to campus operations. This is inconsistent with the true spirit of collaboration that this group is attempting to convey. *The Committee was asked to review this document and attached updates for further discussion at its next meeting.*

6) **System Office Activities**

The Committee was updated on various University System Office activities including:

- *Budget Update*

The Committee was informed of the current agency budget status and the presentation of the FY 2010 agency budget proposal to the IBHE. The very poor economic climate indicates a fairly dismal budget year ahead. Like many other employers, the University System Office has reserved 2.5% of their FY 2009 budget in response to the poor economic environment.

- *Other Class Plan Activities*

The Committee was briefly informed of current activities regarding the upgrade of class specifications and examinations.

The Committee was informed of the distribution of a computerized job analysis survey across several classifications, including Administrative Assistant, Administrative Aide, and Program Administrative Assistant.

- *Audit Schedule*

The Committee was informed of the audit schedule for the current fiscal year. The Committee was asked their opinion of whether the Final Audit Report for each institution should be posted at the SUCSS public website. The System Office indicated that these documents were open to the public anyway and that they have received a greater number of Freedom of Information Act requests for these. *The Committee will revisit this topic at their next meeting.*

- Mary Follmer provided a brief update of legal activities.

7) **Meeting Schedule**

*The next Committee meeting is scheduled for November 6, 2009. The meeting will start at 9:30 a.m. and will be held at the University System Office in Urbana. The Committee members were encouraged to forward any new agenda items to the System Office.*